



HOUSING PROGRAM ASSISTANT (PROGRAM ASSISTANT)

Department of Community Services & Corrections

Applications must be received via mail, fax, e-mail or in person by
5:00 p.m. on *June 13, 2003*. POSTMARKS ARE NOT ACCEPTED.

THE JOB

Supports all aspects of the Housing Rehabilitation Program, funded by Community Development Block Grant (CDBG) and HOME entitlement grants, and the Weatherization Program, funded federally and locally. Responsibilities include oversight of rehabilitation projects, technical assistance to staff, production and financial analysis, maintenance of and reporting from program databases, preparation of all required program reports, development and implementation of Retrofit Accessibility Program. A major element of the position will be the creation and implementation of a comprehensive marketing plan, preparation of presentations for community groups and neighborhood associations, outreach to the general public and Housing-related agencies, and development of partnerships with appropriate agencies to market accessibility program. This position works under the direction of the Housing Preservation Program Manager.

QUALIFICATIONS

The position requires 3 to 5 years of direct experience in providing program services to target populations or a degree in a related area. All combinations of education, experience, and training that demonstrate the ability to perform the work will be considered. The ideal candidate will have the following strengths:

- Experience in aspects of single-family property ownership preferred, including knowledge of county assessment and taxation, deeds of trust, promissory notes, truth-in-lending requirements, contracts, reconveyance, and loan service
- Experience with income-determination methods and certification, current credit reporting practices and general lending principles
- Ability to understand, interpret, and proactively communicate clearly (both written and orally) related laws, codes, regulations, and policies in a courteous and tactful manner, ensuring client understanding of County processes and procedures
- Strong time management and organizational skills and ability to handle multiple tasks

Knowledge of: legal terminology and processes; formal document formats and requirements; applicable computer applications/technology; principles and practices of public sector organization and specifics relating to program operations; planning, scheduling, monitoring and problem solving; research techniques and data analysis; budget tracking, justification and control; application of County state and federal laws and regulation relevant to the program/project area; departmental policies and procedures, trends and practices within the specialized area. **Ability to:** effectively coordinate; carry out policy directives of management in an effective and timely manner; establish and maintain effective working relationships with the public, other governmental jurisdictions, contractors, and other County staff; communicate and express ideas effectively, orally and in writing.

SALARY

The salary range is \$16.00 - \$20.43 per hour. It is the general policy of the County to start employees in the lower or middle sections of the salary range. Clark County provides a generous benefits package, which includes medical and dental insurance, paid holidays, vacation, sick leave and retirement.

SELECTION PROCESS

1. **Application Review:** (Pass/Fail) – All applicants must complete a Clark County application and submit it to the Human Resources department by 5:00 p.m. on the closing date. Incomplete applications will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
2. **Letter of Interest** (Pass/Fail) – In addition to the Clark County application, applicants must submit a letter of interest *detailing* their experience. Applicants who do not have the Letter of Interest will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.

3. Oral Interview: (Weighted 100%) - The interview will be job related and may include, but not be limited to, the qualifications outlined in the job announcement.

REQUEST AND/OR SUBMIT APPLICATION MATERIALS TO:

To apply, all application materials must be submitted by 5:00 p.m. on the filing date listed on the front of the recruitment announcement. **POSTMARKS ARE NOT ACCEPTED.** A Clark County application is required unless otherwise noted and supplemental materials (i.e., answers to supplemental questions, cover letter, etc.) may be required and must be submitted with the application. *Please read application materials thoroughly to determine application requirements.*

**Clark County Human Resources Department
1300 Franklin Street - 5th Floor
PO Box 5000
Vancouver, WA 98666-5000**

**FAX (360) 397-2457 / TDD (360) 397-6032
JOB HOTLINE (360) 397-6018
E-MAIL HRADMIN@clark.wa.gov
INTERNET <http://www.clark.wa.gov>**

THE COUNTY

Clark County, Washington is a growing community with a population of approximately 328,000, including the City of Vancouver (population 132,000). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

EQUAL OPPORTUNITY EMPLOYER

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, disabled veteran status, veteran status, physical, mental or sensory disability. Women, minorities, veterans, and persons with disabilities are encouraged to apply. Clark County will provide reasonable accommodation for persons with disabilities during the selection process, if requested. Please notify Human Resources of the accommodation needed, preferably at the time of applying, but at least two days prior to the date needed.

IMMIGRATION LAW NOTICE

Only United States citizens and aliens lawfully authorized to work in the United States are eligible for employment. All new employees will be required to complete and sign an Employment Eligibility Verification form and present documentation verifying identity and employment eligibility.

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

[illegible]

CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT HISTORY

List your applicable work experience, starting with most recent first, including self-employment, military service and volunteer work.

MOST RECENT POSITION

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone ()

Specific Duties:

Dates Employed:

From To

____/____/____/____

mm yy mm yy

Hours per Week _____

Final Salary _____

May we contact your current employer? Yes [] No []

Reason for leaving or considering change:

OTHER EXPERIENCE

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone ()

Specific Duties:

Dates Employed:

From To

____/____/____/____

mm yy mm yy

Hours per Week _____

Final Salary _____

Reason for leaving:

OTHER EXPERIENCE

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone ()

Specific Duties:

Dates Employed:

From To

____/____/____/____

mm yy mm yy

Hours per Week _____

Final Salary _____

Reason for leaving:

Attach additional sheets if necessary to include all work history.

Be as complete as possible in outlining the duties of each position.

AGREEMENT, CERTIFICATION AND AUTHORIZATION

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I understand that this application is not intended to be a contract of employment. Many County positions are governed by collective bargaining agreements, which specify terms of employment. Employment for all positions not covered under collective bargaining agreements is "at will." This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.

Signature is required at time of hire.

Signature of Applicant

Date

CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (OPTIONAL)

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, physical, mental or sensory disability, sexual orientation, disabled veteran or veteran status. For this purpose, we would appreciate you providing the information below. This is entirely voluntary and will remain CONFIDENTIAL. The information gathered herein will not be provided to supervisors, the appointing authority or other department employees. It will be used for monitoring and for federal reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Clark County in ensuring equal employment opportunities for all applicants.

Position Applied For: _____ Posting No: _____

GENDER: Male ☐ Female ☐ **AGE OVER 40:** Yes ☐ No ☐

ETHNIC GROUP: If you are more than one race, please indicate one group only for record-keeping purposes.

[Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.]

- ☐ **American Indian or Alaskan Native.** Tribal Affiliation: _____
☐ **Asian or Pacific Islander:**
☐ **Black (not of Hispanic origin):**
☐ **Hispanic:**
☐ **White (not of Hispanic origin):**

DISABLED: Yes ☐ No ☐

People with disabilities are persons with a permanent physical, mental, or sensory impairment, which substantially limits one or more major life activities.

VETERAN: Yes ☐ No ☐

DISABLED VETERAN: Yes ☐ No ☐

RECRUITING SOURCE

Please tell us how you heard about this position (select only one source):

Publications:

- ☐ The Columbian ☐ The Oregonian ☐ The Skanner ☐ El Latino de Hoy
☐ Seattle Times ☐ Asian Reporter ☐ Spokane Review ☐ The Olympian

Internet Sites:

- ☐ Columbian website ☐ Oregonian website ☐ Clark County Website ☐ Seattle Times website
☐ El Latino de Hoy website ☐ Other Internet/Website: _____

Other Sources:

- ☐ Job Hotline ☐ Job Interest Card ☐ Clark County Bulletin Board ☐ College/Career Center Referral
☐ Acquaintance/County Employee ☐ Other: _____